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TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Colby		
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ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks: You asked that the D/DCI/IC be responsible to you for some USIB matters. Attachment 1 is a memo Mr. Helms used to describe D/DCI/IC (vice NIPE) responsibilities (para 1b) with respect to USIB. Unless you wish to change this, I will use it as my guidance. Attachment 2 relates to the D/DCI/IC and USIB Secretariat relationship which I will also use if you agree.			
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FORM NO. 1-67

237

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Atch 1

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22 September 1969

MEMORANDUM FOR: See Distribution

SUBJECT: Responsibilities Pertaining to Chairmen and
CIA Members of USIB Committees

1. The following guidelines are set forth to clarify the relationship of the chairmen of USIB committees to the DCI, DDCI, D/DCI/NIPE and the Deputy Directors.

a. The chairmen of all USIB committees function under the authority of and have the right of direct access to the Director of Central Intelligence in his capacity as Chairman of the USIB.

b. The D/DCI/NIPE is herewith assigned staff responsibility for assisting the Director with the policy guidance and coordination of all USIB committees. In this capacity, the D/DCI/NIPE will ensure that the activities of the different committees are appropriately coordinated with each other. Significant issues arising from USIB committee work which require the attention of the Director should normally be introduced by the committee chairman through D/DCI/NIPE.

c. Each Deputy Director has authoritative direction over the regular Agency activities of an Agency officer who has a regular position in his directorate and who may also be serving as a USIB committee chairman. Such a Deputy Director also has a staff function to perform for the Director in USIB matters in those instances when a Deputy Director disagrees with the position taken on a significant matter by a USIB committee chairman. That Deputy Director then has the responsibility to discuss the problem with the USIB committee chairman concerned and, if required, to bring the matter to the attention of the D/DCI/NIPE, the DDCI, or the Director, as appropriate.

2. Each Deputy Director should also provide appropriate guidance to the CIA members of USIB committees and subcommittees. The CIA members should actively seek to be adequately informed of Agency interests on matters which are taken up in committees. Generally, such guidance should not be so rigid that the CIA members are inhibited in developing judgments based on the evidence and discussion presented in committees. The need to provide guidance to CIA members obtains whether the work of the committee falls within the cognizance of one or of several Deputy Directors. In the latter case, effective coordination by the Deputy Directors concerned is required and should be sought by the CIA member in order to ensure that a sound substantive approach has been developed and due regard has been given to Agency equities in issues which arise in committee work.



Richard Helms
Director

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Distribution:

DDCI

D/DCI/NIPE

Executive Director-Comptroller

DDP

DDI

DDS&T

DDS

USIB/S

Chairman, Committee on Imagery Requirements
and Exploitation

Chairman, Critical Collection Problems Committee

Chairman, Economic Intelligence Committee

Chairman, Guided Missile and Astronautics
Intelligence Committee

Chairman, Intelligence Information Handling Committee

Chairman, Interagency Clandestine Collection
Priorities Committee

Chairman, Interagency Defector Committee

Chairman, Joint Atomic Energy Intelligence Committee

Chairman, National Intelligence Survey Committee

Chairman, Scientific Intelligence Committee

Chairman, Security Committee

Chairman, SIGINT Committee

Chairman, Technical Surveillance Countermeasures
Committee

Chairman, Watch Committee

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Atch 2

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14 May 1971


MEMORANDUM FOR: Executive Secretary, USIB

1. As stated in my letter of 3 May 1971, the Executive Secretary of USIB is responsible to me as Chairman.

2. In the interests of orderly staff procedures, however, I would like you to look to the D/DCI/NIPE or his deputy for general guidance on my behalf. Any major matters of policy which require my attention should be brought to me through the D/DCI/NIPE. In addition, I would like to see close coordination between your office and the NIPE staff on matters of mutual interest, particularly with respect to NIRB activities.

3. These instructions are in no way intended to supersede the authority vested in you as Executive Secretary.

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Richard Helms